

NOTICE OF PUBLIC MEETING OF THE FRIENDS OF THE CARSON CITY LIBRARY

Regular Board Meeting

Day: Monday
Date: October 17, 2022
Time: Beginning at 4:45pm
Location: **Browsers Corner Bookstore**
711 E. Washington Street, Carson City, NV 89703

NOTICE TO THE PUBLIC: The public may provide public comment in at least 24 hours prior to the meeting by written submission to the following email address: In subject field please list attached information for current meeting; friendsinfo@friendscclibrary.org

Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please notify the Friends of the Carson City Library in advance so that arrangements may be made. Requests may be made in writing and addressed to the Friends of the Carson City Library at 711 E. Washington St., Carson City, NV 89701, or by emailing friendsinfo@friendscclibrary.org

AGENDA

Note: Below is an agenda of all items scheduled for consideration. Notice is hereby provided that items on the agenda may be taken out of order, two or more agenda items may be combined for consideration and an agenda item may be removed from the agenda, or discussion relating to an item on the agenda may be delayed at any time.**

1. Call to Order
 - a. Roll Call and Determination of Quorum
2. Public Comment

Members of the public who wish to address the Friends' Board of Directors may come forward and speak on any topic that is relevant to or within the authority of the Board of Directors. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the President may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers.
3. For Possible Action - Approval of Meeting Minutes

4. For Possible Action - Friends of the Carson City Library Business
 - a. **For Possible Action** - Presentation, discussion and possible action on the Treasurer's Financial Position and Income/Expense to date for 2022.
 - b. **For Possible Action** - Discussion and possible action regarding edits to the FOCCL Bylaws including modification of voting platforms, committees, and copy edits.
 - c. **For Possible Action** - Discussion and possible action regarding nomination committee duties and members for 2023 elections at Annual Meeting.
5. Information Only - Friends of the Carson City Library, Carson City Library and Committee Reports.
 - a. Information Only - Carson City Library Director Report
 - b. Information Only - Report on Browsers Corner Bookstore
 - c. Information Only - Executive Board and Committee Reports
3. Information Only - Board Members' announcements and requests for information.
4. For Possible Action - Adjournment

Copies of the reference material and any additional supporting material will be made available at Browsers Corner Bookstore, located at 711 E. Washington Street, Carson City, NV 89701 or by contacting friendsinfo@friendscclibrary.org.

Friends of the Carson City Library will post in accordance with NRS 241.020, this agenda has been sent to be posted before 9 a.m. three working days before the day of the meeting at the following locations: Browsers Corner Bookstore, 711 E. Washington St. Carson City, NV 89701; Friends of the Carson City Library website: <https://www.friendscclibrary.org>

FRIENDS OF THE CARSON CITY LIBRARY
FINANCIAL POSITION
 As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
CASH (600.00)	601.58
EDWARD JONES	
EDWARD JONES, 1	
CASH	11.18
Lord Abbett Bond Debenture A	20,923.64
Lord Abbett MultiAssett Bal Opp	16,156.65
Lord Abbett Short Duration	13,846.19
PIMCO MONEY MARKET	26,794.45
Total EDWARD JONES, 1	77,732.11
EDWARD JONES, 2	
22% LA SHORT - THAYER	6,850.10
BUILDING FUND	
78% LA SHORT - CARRUTHERS	24,029.05
CASH ACCOUNT, #2	0.91
LA BOND - FRIENDS FUNDRAISING I	7,545.24
LA MULT- FRIENDS FUNDRAISING II	8,570.87
BUILDING FUND - Other	-0.91
Total BUILDING FUND	40,145.16
CHANGE IN VALUE	-249.54
MARKET VALUE	-31.73
EDWARD JONES, 2 - Other	282.18
Total EDWARD JONES, 2	46,996.17
Total EDWARD JONES	124,728.28
US BANK #8160	2,640.18
WELLS FARGO, #2045 (3050)	118,409.12
Total Checking/Savings	246,379.16
Total Current Assets	246,379.16
Fixed Assets	
2013-2014	
2007 3 BOOK TRUCKS	600.00
2007 TABLES	5,000.00
2008 BOOK CASES FOR BROWSERS	7,150.00
2008 RETROFIT FILE CABINET	600.00

FRIENDS OF THE CARSON CITY LIBRARY
FINANCIAL POSITION
As of September 30, 2022

	<u>Sep 30, 22</u>
2012 OUT DOOR SIGN	600.00
2012 SHELVING	1,500.00
2014 APPROVED START UP COSTS	
COUNTERTOPS	1,416.55
FURNITURE	535.88
SECURITY SYSTEM	796.00
SIGNAGE	1,874.27
SURVEILLANCE EQUIPMENT	770.98
WHITE CABINETS (4)	631.96
Total 2014 APPROVED START UP COSTS	<u>6,025.64</u>
Total 2013-2014	21,475.64
2014-2015	
2015 APPROVED START UP COSTS	
GORILLA BOOK TRUCKS (2)	1,208.90
ROGHNECK LARGE SHED	532.53
Total 2015 APPROVED START UP COSTS	<u>1,741.43</u>
HORIZONTAL SHEDS (2)	675.94
SHELVING MATERIAL FOR PB	219.30
SHELVING UNIT	156.80
VIDEO SHELF UNITS	208.65
Total 2014-2015	3,002.12
2015-2016	
2011 GATEWAY PC	100.00
4X4 OUTDOOR SIGN	800.00
BOOK CASES (5)	129.12
RETAIL POINT OF SALE KIT	1,245.50
Total 2015-2016	<u>2,274.62</u>
2017 STORAGE UNIT	132.00
2018	
ALPINE LOCK	524.99
APPLE IPAD WI-FI 32GB	250.00
DIGITAL VOICE RECORDER	59.99
HEWLIT PACKARD PRINTER	209.98
OPEN SIGNAGE	80.00
Total 2018	<u>1,124.96</u>

FRIENDS OF THE CARSON CITY LIBRARY
FINANCIAL POSITION
As of September 30, 2022

	Sep 30, 22
2021	
DESK CHAIR	139.98
Total 2021	139.98
Total Fixed Assets	28,149.32
TOTAL ASSETS	274,528.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
CURRENT LIABILITIES	
BUMPER STICKERS	-134.00
Total CURRENT LIABILITIES	-134.00
DEDICATED FUNDS-RESTRICTED	
APRONS AND NAME TAGS	270.00
BUILDING FUND	
DEDICATED FUNDS	25,500.00
RESERVED FUNDS	15,500.93
Total BUILDING FUND	41,000.93
GIFTING BOOKS CATALOGUE	2,165.15
HAZEL RYLAND MEMORIAL FUND	100.00
SANDRA OSHEROFF MEMORIAL FUND	630.00
THAYER DONATION FOR BOOKS	7,001.75
Total DEDICATED FUNDS-RESTRICTED	51,167.83
Total Other Current Liabilities	51,033.83
Total Current Liabilities	51,033.83
Total Liabilities	51,033.83
Equity	
Opening Balance Equity	-7,551.75
Unrestricted Net Assets	195,631.08
Net Income	35,415.32
Total Equity	223,494.65

10:50 AM
10/04/22
Accrual Basis

FRIENDS OF THE CARSON CITY LIBRARY
FINANCIAL POSITION
As of September 30, 2022

	Sep 30, 22
TOTAL LIABILITIES & EQUITY	<u>274,528.48</u>

FRIENDS OF THE CARSON CITY LIBRARY
YTD REVENUE/EXPENSE REPORT
January through September 2022

	<u>Jan - Sep 22</u>
Ordinary Income/Expense	
Income	
FRIENDS REVENUE	
CONTRIBUTIONS	
AMAZON SMILE	86.37
INDIRECT PUBLIC SUPPORT	
DONATION BOX	2,743.70
INDIRECT PUBLIC SUPPORT - Other	100.00
	<hr/>
Total INDIRECT PUBLIC SUPPORT	2,843.70
MEMORIAL	
PHYLLIS PATTON	675.23
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Total MEMORIAL	675.23
MEMORIAL CATHY AND ED SMITH	50.00
CONTRIBUTIONS - Other	25.00
	<hr/>
Total CONTRIBUTIONS	3,680.30
MEMBERSHIP DUES	3,650.00
	<hr/>
Total FRIENDS REVENUE	7,330.30
INVESTMENT INCOME	
EDWARD JONES,1 DIVIDENDS	1,248.32
EDWARD JONES,2 DIVIDENDS	993.69
US BANK, #8160	0.08
	<hr/>
Total INVESTMENT INCOME	2,242.09
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Total Income	9,572.39
Expense	
OPERATING	
FRIENDS EXPENSES	
OTHER	
COMMUNITY OUTREACH	
BOONANZA	167.88
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Total COMMUNITY OUTREACH	167.88
CREDIT CARD FEES	-79.20
DUES/FEES	446.00
GAIN/LOSS ON INVESTMENTS	16,245.07
MEETINGS	

10:57 AM
10/04/22
Accrual Basis

FRIENDS OF THE CARSON CITY LIBRARY
YTD REVENUE/EXPENSE REPORT
January through September 2022

	Jan - Sep 22
MEMBERSHIP LUNCHEON	42.33
MEETINGS - Other	114.52
Total MEETINGS	156.85
OFFICERS INSURANCE(July)	583.00
SUPPLIES	284.30
Total OTHER	17,803.90
POSTAGE/MAILING/PRINTING	
POSTAGE	17.60
PRINTING	35.60
POSTAGE/MAILING/PRINTING - Other	260.00
Total POSTAGE/MAILING/PRINTING	313.20
PUBLIC RELATIONS/MARKETING	
ADVERTISING	810.00
PUBLIC RELATIONS/MARKETING - Other	2,700.00
Total PUBLIC RELATIONS/MARKETING	3,510.00
WEBSITE	21.17
Total FRIENDS EXPENSES	21,648.27
Total OPERATING	21,648.27
Reconciliation Discrepancies	9.56
SIGNAGE	7.21
Total Expense	21,665.04
Net Ordinary Income	-12,092.65
Other Income/Expense	
Other Income	
FUNDRAISING	
BOOK STORE REVENUE	
DAILY SALES	
CASH SALES	43,717.83
CREDIT CARD SALES	28,886.59
REGISTER OVER/UNDER	-189.07
DAILY SALES - Other	135.50

10:57 AM
10/04/22
Accrual Basis

FRIENDS OF THE CARSON CITY LIBRARY
YTD REVENUE/EXPENSE REPORT
January through September 2022

	<u>Jan - Sep 22</u>
Total DAILY SALES	72,550.85
OTHER EVENTS	
GIFT CARDS	95.00
Total OTHER EVENTS	95.00
OTHER SALES	
GRASS ROOTS	1,322.08
INTERNET	3,163.62
Total OTHER SALES	4,485.70
Total BOOK STORE REVENUE	77,131.55
Total FUNDRAISING	77,131.55
Total Other Income	77,131.55
Other Expense	
BOOK STORE EXPENSES	
JANITORIAL	2,730.00
MARKETING, PUBLICITY	
ADVERTISING	810.00
MARKETING	2,700.00
Total MARKETING, PUBLICITY	3,510.00
OTHER	
CREDIT CARD FEES	1,005.58
GIFT CARD REDEMPTION	-227.40
LIABILITY INSURANCE	842.00
MAINTENANCE	299.80
SALES TAX	59.45
SUPPLIES	2,195.65
UTILITIES	
ELECTRICITY	1,072.81
GAS	757.89
UTILITIES - Other	3,676.20
Total UTILITIES	5,506.90
OTHER - Other	301.60
Total OTHER	9,983.58

10:57 AM
10/04/22
Accrual Basis

FRIENDS OF THE CARSON CITY LIBRARY
YTD REVENUE/EXPENSE REPORT
January through September 2022

	<u>Jan - Sep 22</u>
RENT	<u>13,400.00</u>
Total BOOK STORE EXPENSES	<u>29,623.58</u>
Total Other Expense	<u>29,623.58</u>
Net Other Income	<u>47,507.97</u>
Net Income	<u><u>35,415.32</u></u>

BOOKSTORE INCOME / EXPENSE

JANUARY 1 - DECEMBER 31 2022

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE		YTD	Rem	
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Bdgt	Act	B/(W)	Bdgt	
INCOME																	
Daily Store Sales	6692	7612	9061	8077	6954	7522	7884	9603	9229				68,471	72,635	4,164	17,365	
Internet Sales	385	389	310	333	259	250	503	335	400				3,750	3,164	(586)	1,836	
NonPublic Sales	222	127	135	230	71	175	150	54	158				1,350	1,322	(28)	478	
Special Sales					20									20	20	(20)	
Gift Card Use	-13	-16	-47	-31	-39			-40	-32					(216)			
Bookstore Income	7,287	8,112	9,459	8,609	7,265	7,947	8,537	9,952	9,756				73,571	76,924	3,570	19,659	
EXPENSES																	
Publicity/Mktg.	390	390	390	390	390	390	390	390	390				3,810	3,510	300	1,570	
CC Processing	85	96	123	112	104	105	113	137	129				890	1,002	(112)	148	
Eqpt/Furniture													75		75	100	
Insurance							842						842	842			
Janitorial	270	270	270	270	270	270	270	570	270				2,790	2,730	60	870	
Maintenance	16		133	40			55	55					188	300	(112)	(50)	
Rent	1450	1450	1500	1500	1500	1500	1500	1500	1500				13,425	13,400	25	4,500	
Supplies		116	91	419	75	95	145	102	663				1,650	1,706	(56)	494	
Utilities, Fixed	383	398	377	408	408	427	468	416	423				3,375	3,708	(333)	792	
Electricity	84	83	85	88	81	81	126	200	246				1,020	1,073	(53)	327	
Gas	104	160	143	127	69	61	30	30	30				691	755	(64)	95	
Sales Tax	16	5	8	6	4	3	8							50	(50)	(50)	
Bookstore Expense	2,798	2,967	3,120	3,360	2,900	2,932	3,947	3,401	3,651				28,756	29,077	-321	8,795	
Store Net Income	4,489	5,145	6,339	5,249	4,365	5,016	4,590	6,551	6,104				44,815	47,848	3,249	10,864	

Notes: All dollar amounts are rounded to two decimal places and displayed as whole dollars.

Bracketed () items are worse than plan. Example: (5,000) would mean that the item is \$5,000 WORSE than the budget.

NonPublic Sales = Grassroots, Amazon Smile

Special Sales = Parking Lot, Author Events, etc.

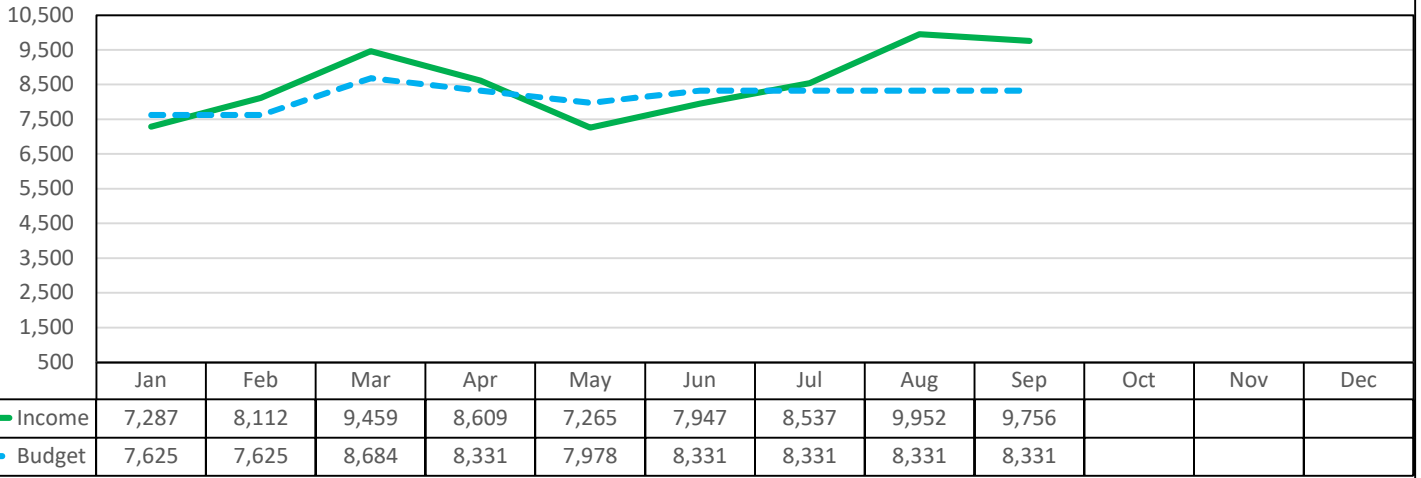
FRIENDS INCOME / EXPENSE JANUARY 1 - DECEMBER 31 2022

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE		YTD	Rem	
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Bdgt	Act	B/(W)	Bdgt	
INCOME																	
Donations	1,168	587	992	276	384	423	268	346	336					4,780	4,780		
Membershsip	410	150	360	540	820	400	470	340	60				4,297	3,550	(747)	1,950	
Grant *																	
Other																	
Friends Income	1,578	737	1,352	816	1,204	823	738	686	396				4,297	8,330	4,033	1,950	
EXPENSES																	
Pub/Marketing	390	390	390	390	390	390	390	390	390				4,350	3,510	840	2,290	
Correspondence													30		30	50	
Dues/Fees			50	41	80			275					405	446	(41)	(41)	
Gifts													263		263	750	
Historian													75		75	100	
Insurance									583				575	583	(8)	(8)	
Meetings	117												550	117	433	1,001	
Printing/Postage	46	58	7		98								1,125	209	916	1,291	
Film Festival																	
Supplies		177		75					40				225	292	(67)	8	
Web Site				21									287	21	266	266	
Comm Outreach									168					168	(168)		
Friends Expense	553	625	447	527	568	390	390	665	1,181				7,884	5,346	2538	5,707	
Friends Net Income	1,024	112	905	289	636	433	348	21	-785				-3,588	2,984	6,571	1,186	
Store Net Income	4,489	5,145	6,339	5,249	4,365	5,016	4,590	6,551	6,104				44,815	47,848	3,249	10,864	
Total Net Income	5,513	5,257	7,244	5,538	5,001	5,449	4,938	6,572	5,320				41,227	50,832	9820	12,050	

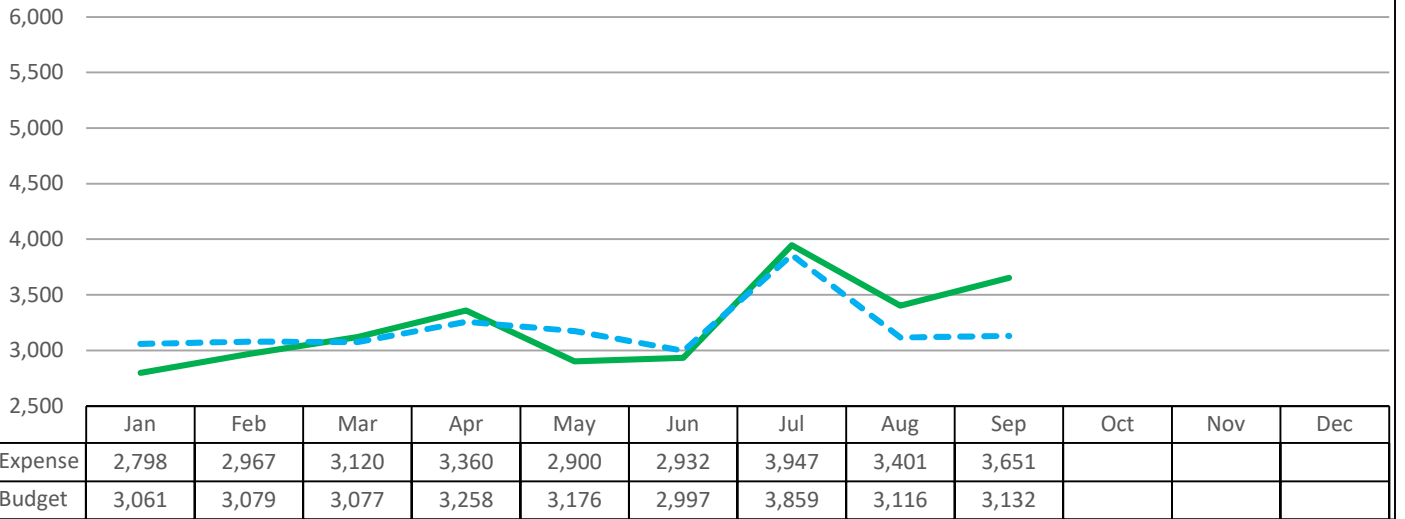
Notes: All dollar amounts are rounded to two decimal places and displayed as whole dollars.
 Bracketed () items are worse than plan. Example: (5,000) would mean that the item is \$5,000 WORSE than the budget.
 Jan - \$850 of Donations went to Phyllis's Memorial Fund which now totals \$2962
 Sep - Community outreach for Boonanza

Monthly Income, Expense and Profit

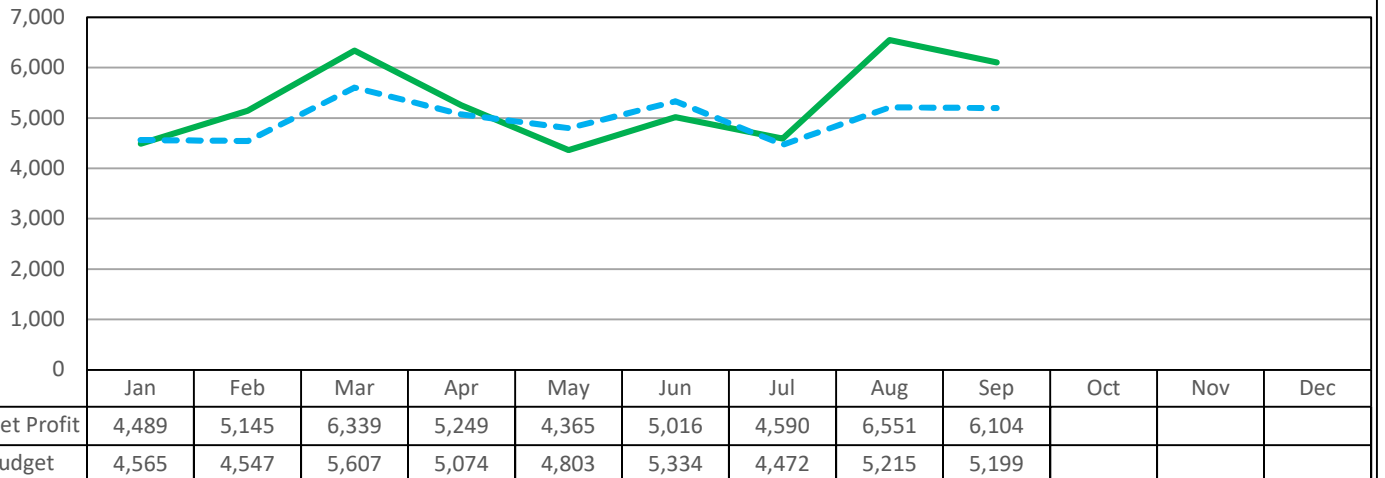
Bookstore Income 2022



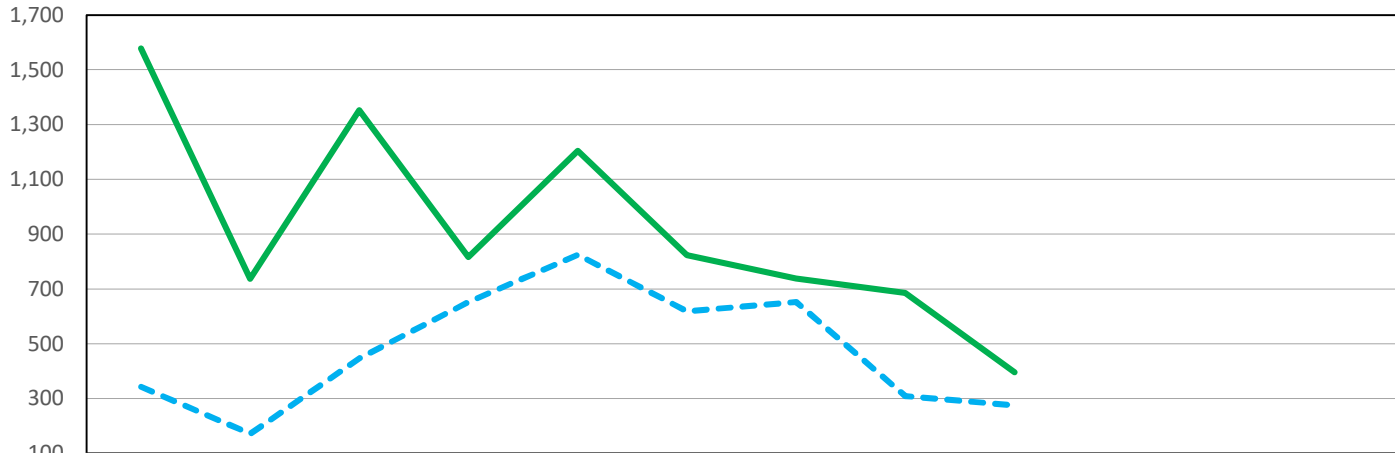
Bookstore Expense 2022



Bookstore Net Profit 2022

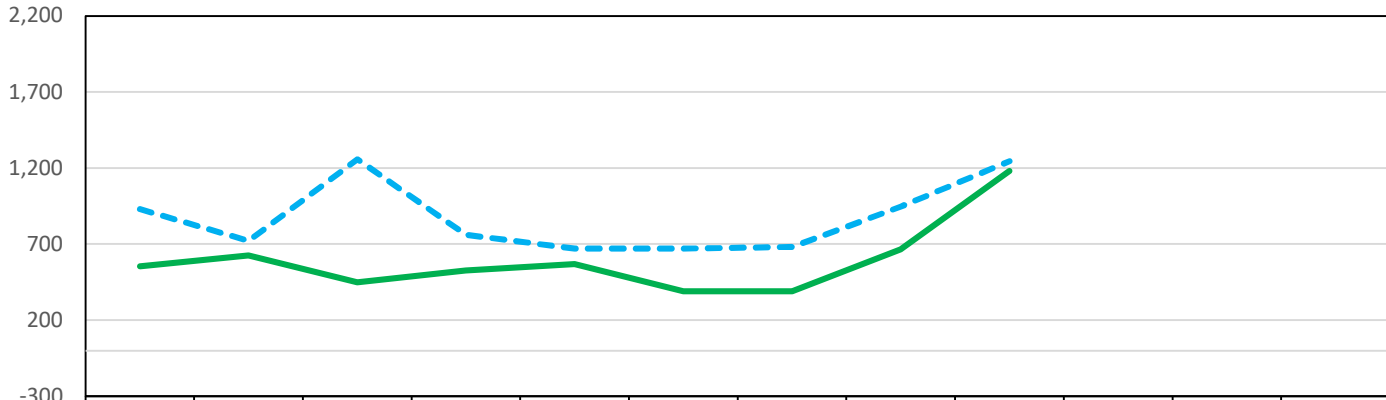


Friends Income 2022



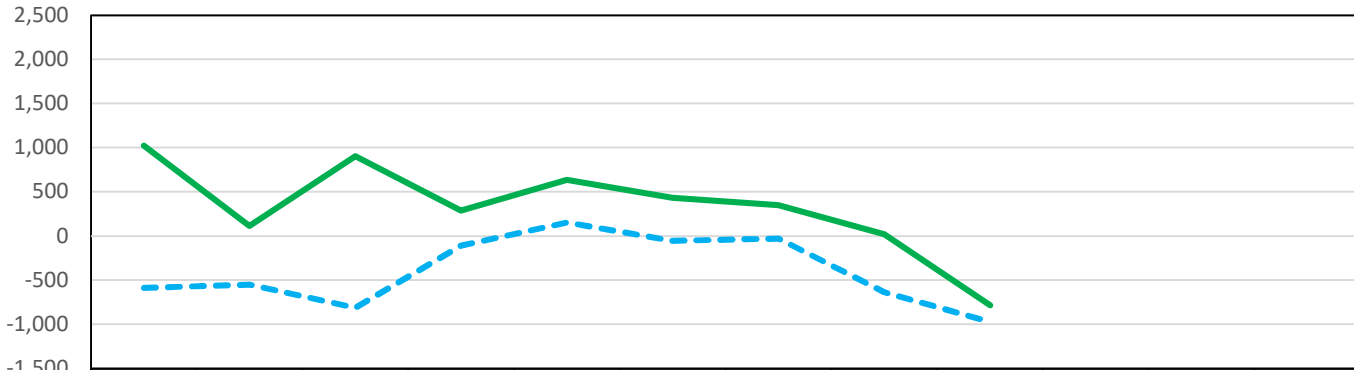
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Income	1,578	737	1,352	816	1,204	823	738	686	396			
Budget	344	172	447	653	825	619	653	309	275			

Friends Expense 2022



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Expense	553	625	447	527	568	390	390	665	1,181			
Budget	931	721	1,258	761	671	671	681	946	1,246			

Friends Net Profit 2022



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Net Profit	1,024	112	905	289	636	433	348	21	-785			
Budget	-587	-549	-811	-108	154	-52	-28	-636	-971			

Amended 12/15/2020;

~~Last revised 10//2023~~12/15/2020

BYLAWS of THE FRIENDS OF THE CARSON CITY LIBRARY

ARTICLE I: MEMBERSHIP

Section 1: Eligibility: Individuals, families, businesses and other organizations interested in fulfilling the mission of the Friends of the Carson City Library shall be eligible for membership.

Section 2: Membership levels and dues: Levels and dues will be established in Nov. of each year by the Friends Board of Directors and any changes will be announced at the Friends annual meeting as well as in the group's ~~printed and online brochures, newsletters and other pertinent~~ announcements. The membership year shall be one calendar year from the month in which ~~your~~ dues were paid. Membership dues shall be paid upon inception of membership and annually thereafter, at which time ~~timely notices of dues owed due and timely notice~~ will be ~~provided~~ given to each member by the membership chairperson.

Section 3: Honorary memberships: Such honors may be conferred upon any person or entity designated by the Board of Directors to recognize outstanding service for the organization.

Section 4: Waiver of membership fees: The Membership ~~C~~Committee may consider waiver of fees or reducing the Membership fee at ~~the committee's~~ their discretion.

ARTICLE II: DUTIES OF OFFICERS (Executive Committee)

Section 1: President: The Friends President will preside over all meetings of the Executive Committee, Board of Directors and General Membership; set meeting dates and locations and see that all decisions by such bodies are carried out. The President ~~and Recording Secretary~~ shall prepare the agenda for each meeting, ~~including which is to include~~ any matters requested by Board members. ~~The President shall ensure that appropriate meetings are publicly posted in accordance with the Nevada Open Meeting Law.~~ The President may also call special meetings of the Friends, Board of Directors or the Executive Committee. The President shall maintain ~~a notebook files~~ which contains among other matters, a calendar for actions that need to be taken by any Board member as stated in their written procedures developed in Article III, C. below. The President shall ~~ensure~~ assure that the organization has a Registered Agent and that confirmation of Registered Agent is sent each year as required by State Statute.

Section 2: Vice President: The Vice President will take the place of the President when the President is absent for any reason. The Vice President will be responsible for assisting the President in determining that decisions of the Friends are carried out.

Section 3: Recording Secretary: ~~The Secretary will keep a record of the actions authorized at all Friends' Executive Committee, Board of Directors and Membership Meetings, provide copies of minutes of such meetings to the Board, maintain the minutes and records for historical purposes.~~ The President ~~and Recording Secretary~~ shall prepare the agenda for each meeting, including any matters requested by Board members. The Secretary shall also ensure that appropriate meetings are publicly posted in accordance with the Nevada Open Meeting Law and printed meeting packets are available at meeting locations. The Secretary will keep a record of the actions authorized at all Friends' Executive Committee,

Board of Directors and Membership Meetings, provide copies of minutes of such meetings to the Board, maintain the minutes and records for historical purposes. The Secretary may write or assign a representative to write thank you notes, send cards to ill members and members with a death in the family and report the same to the Board of Directors.

Section 4: Treasurer: The Treasurer will keep a record of the organization's receipts and disbursements of its funds, inform the Board of Directors of the current status of expenditures at all Board meetings and provide the membership with a year-end financial statement. The organization shall maintain and annually report its finances on a calendar year basis. If IRS rules require a form be filed, the Treasurer will ensure that it (they) is (are) submitted in a timely manner. The Treasurer shall also be responsible for filing the list of officers and any other forms that the state of Nevada may require acting as the Registered Agent.

ARTICLE III: BOARD OF DIRECTORS

Section 1: The Friends Board of Directors will consist of the four (4) duly elected officers specified above, the Immediate Past President of the organization, chairs of the Standing Committees and a number of Members at Large. Standing Committee Chairs and Members at Large are appointed by and serve at the pleasure of the Executive Committee. Only those specified above may vote at meetings of the Board of Directors.

Section 2: Terms of office: President, Vice President and Secretary will be elected for two (2) year terms to a maximum of three (3) consecutive terms, (six (6) years total). Due to the need for Accounting and IRS filing knowledge the Treasurer will not be subject to term limits. Elections for Executive Board members will be staggered such that the President and the Treasurer will be elected for two- year terms at the odd - numbered years and the Vice President and Secretary will be elected for two- year terms in even- numbered years.

Section 3: Executive Committee members and each appointed or ad-hoc Chair will develop and maintain files along with written or digital procedures of their duties and responsibilities. A copy of such procedures is to be kept by the President filed the Browsers Corner bookstore in a central accessible location and should be reviewed and updated at least every two (2) years. Such procedures will be available provided to those who are elected or appointed to succeed them.

Section 4: The Board will meet at the call of the President, or as necessary, call of the Vice President acting as President.

Section 5: The members of the Board may vote on any emergency matters via conference telephone, email or through video conference software. Passage will be enacted with aye votes of at least a simple majority of the members present contacted.

ARTICLE IV: ELECTIONS

Section 1: Nominations for Friends officers will be presented to the membership at least six (6) weeks prior to the organization's Annual Meeting by an ad hoc nominating committee, of at least (2) active members appointed by the President. Each nominee must be a current member at the time of the elections. If more than one person expresses interest in a position, the Nominating Committee shall ask

each candidate the same questions concerning their interest, experience and capabilities for the position and the candidate will provide a written response to be included in the meeting packet.

Section 2: The proposed slate of Executive Committee members as well as the date and time of the Annual Meeting will be published in the Friends of the Carson City Library correspondence to membership newsletter at least 10 days and no more than 60 days prior to the Annual Meeting date.

Section 3: At the Friends Annual Meeting, following any nominations from the floor, paper ballots will be distributed to all current members present to vote for the presented slate of candidates. ~~for the purpose of voting for the proposed Executive Committee Members.~~ Uncontested nominations will not require paper ballots.

Section 4: Completed ballots will be tabulated by two (2) Friends members not running for office, and the election results will be announced at the conclusion of the Annual Meeting.

Section 5: A simple majority of the votes cast by the members present at the Annual Meeting will be necessary to elect.

Section 6: Any vacancy on the Executive Committee will be filled for the duration of the term by appointment of the remaining Executive Committee members.

ARTICLE V: REMOVAL/RESIGNATION OF ELECTED AND APPOINTED BOARD MEMBERS

Section 1: Any elected officer(s) or appointed member(s) of the Friends Board of Directors may be removed from office with cause by majority vote of the Board of Directors.

Section 2: Any elected officer or appointed board member may resign at any time by giving written notice to the Executive Committee. Such resignation shall be effective at the date of the receipt of such notice or at any later time specified in the notice up to a period of thirty (30) days from the notice date.

ARTICLE VI: MEETINGS

Section 1: Board Meetings of the Friends will be held not less than quarterly. All current members of the Friends are welcome to attend Board meetings.

Section 2: Annual Meeting will be held between Jan. 15 and Jan. 31 of the new calendar year. At the Annual Meeting, the following will be accomplished.

- A. Election of those officers on the Executive Committee whose terms have expired.
- B. Presentation of progress reports by the Board of Directors, Treasurer and standing and ad hoc Committee chairs.
- C. Presentation of the year-end financial statement and the proposed budget for the new year for approval of the membership.

ARTICLE VII: COMMITTEES (APPOINTEES) (SEE DETAILED JOB DESCRIPTIONS ATTACHED)

Section 1: The Chairs of standing committees will be appointed by the Executive Committee and are members of the Board of Directors.

- A. Membership: The Chair and committee will develop procedures and programs to increase the number of new Friends' members and maintain lists to include at least names, addresses, phone numbers, e-mail addresses, if applicable, membership expiration dates and volunteer interests.
- B. Public Relations / Marketing: Chair and committee will develop methods of advising the community about the Friends; goals and activities.
 - a. Newsletter Subcommittee: The PR/Marketing Chair will appoint an individual (or individuals) to write and distribute the Friends; newsletter, "Friends of the Carson City Library" (FOCCL), such publication to be issued not less than quarterly.
- C. Bylaws Monitoring and Records Management: The Chair and committee will meet at least annually to review the Friends Constitution and Bylaws. After the review(s), the committee will Recommend any Constitution and/or Bylaws changes to the Board of Directors for action.
 - a. The Chair, committee and President will provide for safekeeping and maintenance of required forms and documents and set forth a log of record retention and destruction dates pursuant to the Internal Revenue Service requirements and in accordance with generally accepted accounting principles.
- D. Historian: The Chair and committee will keep photographic records, scrapbooks, press releases and other artifact memorabilia. ~~up to date with press releases, mementos.~~
- E. Budget: Chair and cCommittee are responsible for preparing and presenting the Friends budget. Prior to approval at the Friends' Annual Meeting, the Chair will call a meeting of the Budget Committee as per Article VIII, Section 1 below. The Chair will also present a semi-annual report to the Board of Directors on the status of the Friends' fiscal activity as it corresponds to the adopted budget. The Chair will report at any meeting, when it appears there are significant matters concerning the budget or when a new non-budgeted expenditure is being contemplated by the Board of Directors.
- F. ~~Correspondence Chair: To write thank you notes, send cards to ill members and members with a death in the family and report the same to the Board of Directors.~~
- G. Fundraising: The chair and committee will meet on a regular basis to develop a list of possible events and other R fundraising ideas. This list will be presented to the Board of Directors for consideration ~~approval~~. Each event held will have a chair and will keep a financial record of and report on the event to the Board of Directors. ~~income and expense, so they may report to the Board on the success of the event.~~
- H. Ad-Hoc or Subcommittee: Standing Committee Chairs may form subcommittees to meet specific program needs of their committee. Ad-hoc committees may be formed and appointed at the direction of the Board of Directors.

ARTICLE VIII: FUNDS

Section 1: The Budget Chair and ~~Budget~~ Subcommittee will meet approximately two (2) months before the end of the Calendar year for the purpose of reviewing the organization's accounts and the preliminary budget report noted in ARTICLE VII F above. ~~The chair will request from the library a reporting and detailed account of grant funds spent in that fiscal year. The Budget Chair will send a letter to the Director of the Carson City Library requesting potential funding that might be needed for the Library. The request response will be used to create awareness of how funding was utilized by the Library and an awareness of future the needs of the Library. within the Friends organization and assist the friends in creating public awareness of those needs.~~ In accordance with the change made during the

2018 annual meeting the Budget Chair will calculate the net profit from the prior year and the percent profit margin. Based on the profit margin and profit the Budget Chair will determine the calculated dollar amount that should be allocated to the grant process. The library, as set up in the granting process, may then apply for grants up to the amount allocated. ~~the library to be used as the library staff deems necessary.~~ The recommended amount will be presented to the Friends Board of Directors, ~~this amount will then be~~ and the final amount agreed on by the Board will be presented to the general membership at the annual meeting in January. The final amount allocated to the granting process will be ~~will then be~~ communicated to the Library Director. The Library Director will provide the friends with information as to how the funds were used as part of the granting process.

Section 2: All records of the Friends of the Carson City Library funds acquisition and disbursement will be in accordance with Generally Accepted Accounting Procedures.

Section 3: The Board of Directors shall establish a Finance Committee to oversee the management of the funds of Friends of Carson City Library. This Committee shall consist of 5 members, the ~~Friends~~ President, Treasurer, ~~and~~ Budget Chair, as well as, 2 members from the general membership. ~~If the Treasurer and Budget Chair are the same individual, 3 members of the general membership may serve on the committee.~~ This committee will meet at least quarterly. The Treasurer will report to the Board of Directors according to the Statement of Prudent Investment Policy and to the general membership at the Annual Meeting.

Section 4: Due to State Legislature passage of SB 313 in 2017 Friends of the Carson City Library are treated like a Foundation and can receive and hold property and enter into leases agreements, etc. Therefore, we have developed a Gift Acceptance Policy. The Board of Directors will follow this policy when accepting any large donation of cash or property of any kind.

ARTICLE IX: REGISTERED AGENT

The acting registered agent files ~~This position files~~ with the Secretary of State an annual list of officers, the organization's address and any other forms the state of Nevada requires and pays appropriate fees.

ARTICLE X: CHANGES TO THE BYLAWS

The Friends' Bylaws may be changed upon approval of the majority of the Board. Any change(s) will be effective at the date of such Board approval(s).

President _____ Approval Date _____

Friends of the Carson City Library
Nominations Ad Hoc Committee

Nominating Committee

The President shall appoint at least 2 active members of the Friends of the Carson City Library.

Nominee Qualifications

- Current member of the Friends at the time of the election.

If more than one nominee for a position prior to the annual meeting, the nominating committee shall ask each candidate the same questions concerning their interest, experience and capabilities for the position. The candidate will provide a written response to be included in the meeting packet.

Nominations

- Presented to the Board at least six weeks prior to the Annual Meeting.
- Slate of nominees will be published in Friends of the Carson City Library correspondence to membership at least 10 days and no more than 60 days prior to the Annual meeting.
- Nominations from the floor are allowed at the Annual Meeting.